

# Blogger Tutorial

While there are many, many blogging applications out there, I think that the easiest by far is Blogger. I personally use Blogger, in some form, for the 4 blogs that I currently run. Even if you decide to go elsewhere after this class, using Blogger and getting used to Blog-speak will prepare you well for the next application you use.

This tutorial goes over the basics that you need to utilize Blogger for the requirements in this course. I'll start with registration, then go over set up options and lastly the commenting feature.

## Registration

Blogger makes getting started REALLY simple. The set up hardly needs explanation (but I will anyway).

1. Go to <http://www.blogger.com>
2. You will see the Blogger homepage



3. Click on the "CREATE YOUR BLOG NOW" button to begin.

4. You will then see the “Create an account” page.

**Blogger™** Push-Button Publish

1 CREATE ACCOUNT ▶ 2 NAME BLOG ▶ 3 CHOOSE TEMPLATE

## 1 Create an account

Choose a user name	<input type="text" value="tester2727726"/>	You'll use this to sign in for future visits.
Enter a password	<input type="password" value="••••••••"/>	Must be at least 6 characters long.
Retype password	<input type="password" value="••••••••"/>	Enter it again just to be sure.
Display name	<input type="text" value="Testing Guy"/>	The name used to sign your blog posts.
Email address	<input type="text" value="linguavite@gmail.com"/>	We will never share your address with third parties without your permission.
Acceptance of Terms	<input checked="" type="checkbox"/> I accept the <a href="#">Terms of Service</a>	Indicate that you have read and understand Blogger's Terms of Service

**CONTINUE**



5. Fill out the information and click on the “CONTINUE” button.

6. You will then see the “Name your blog” page.

**Blogger™** Push-Button Publish

1 CREATE ACCOUNT ▶ 2 NAME BLOG ▶ 3 CHOOSE TEMPLATE

## 2 Name your blog

Blog title	<input type="text" value="tester2727726"/>	Enter a title for your blog.
Blog address ( URL )	<input type="text" value="http://tester2727726"/> .blogspot.com <a href="#">Check Availability</a>	You and others will use this to read and link to your blog.
Word Verification	 <input type="text" value="cejghzdi"/> 	Type the characters you see in the picture.

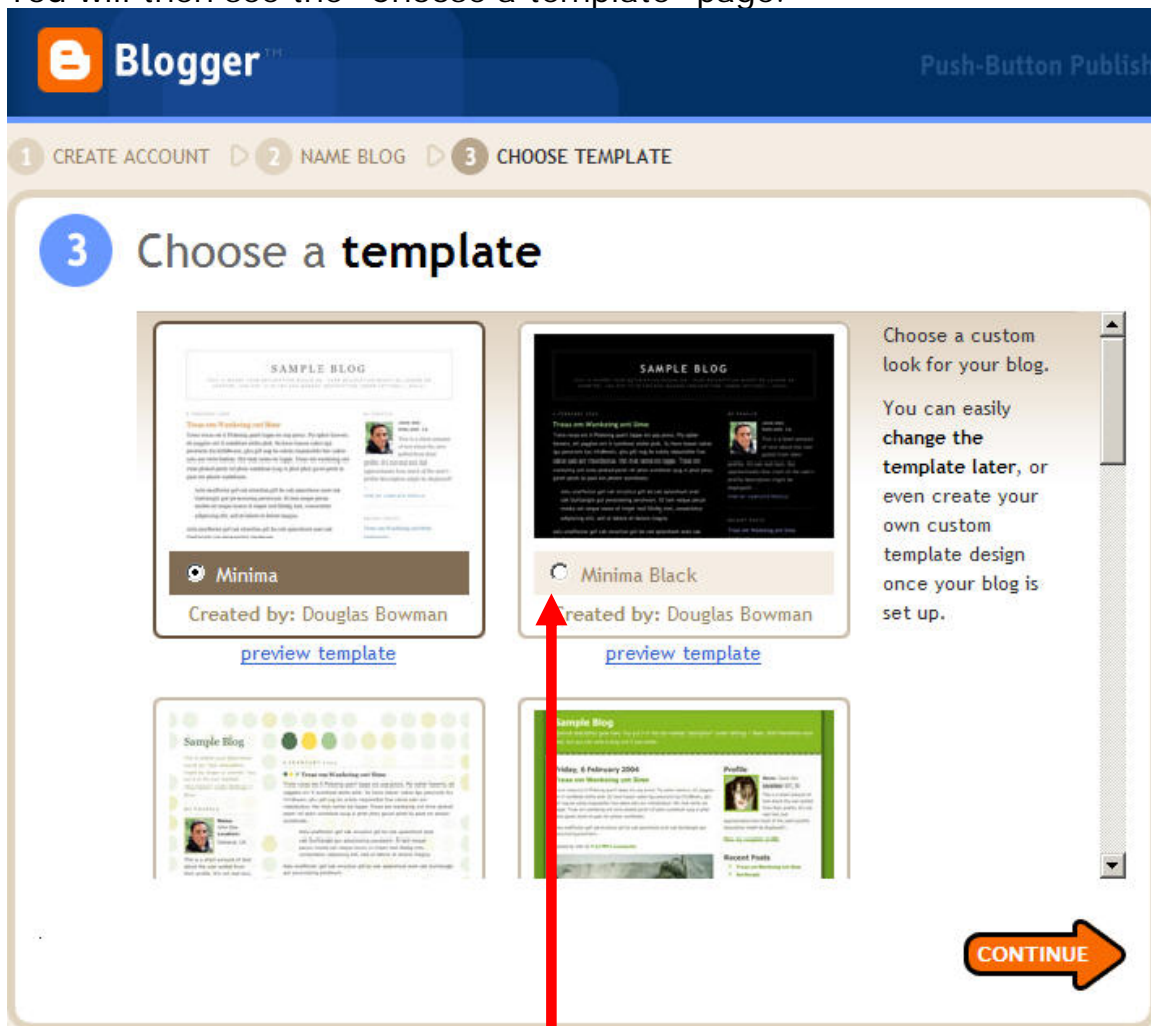
**OR**

[Advanced Setup](#) Want to host your blog somewhere else? Try [Advanced Blog Setup](#). This will allow you to host your blog somewhere other than Blogspot.

**CONTINUE**

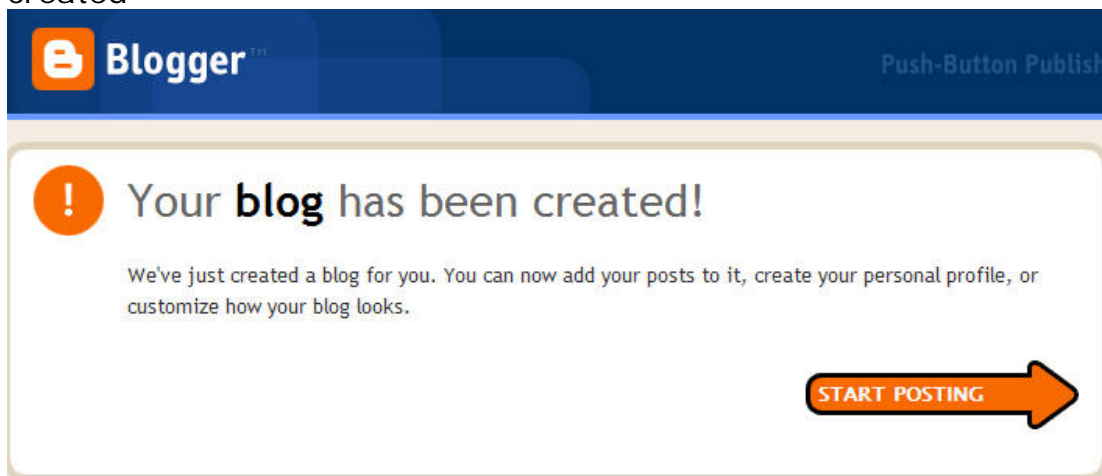
7. this is an important page because this is where you first set your online identity. A title and address are very important. You want to choose ones that mean something to you and are easy for others to associate with your blog.
8. You'll also notice the “Word Verification”. This is a picture of a series of numbers and letters. Computers have a difficult, if not impossible time “reading” these sets of numbers. Therefore this is a security step that assures that computers aren't being used to register accounts and clogging up the Blogger system. You'll also see these when posting comments to people's blog posts. This is to make sure that spammers can't post comments on your blog.
9. Fill out the information on this page and click on the “CONTINUE” button.

10. You will then see the "Choose a template" page.



11. Blogger has quite a few templates that you can use. These determine what your blog looks like. While none may be perfect for you, pick one that speaks to you a little. Click on the radio button under the template you want to use and then click on the "CONTINUE" button.

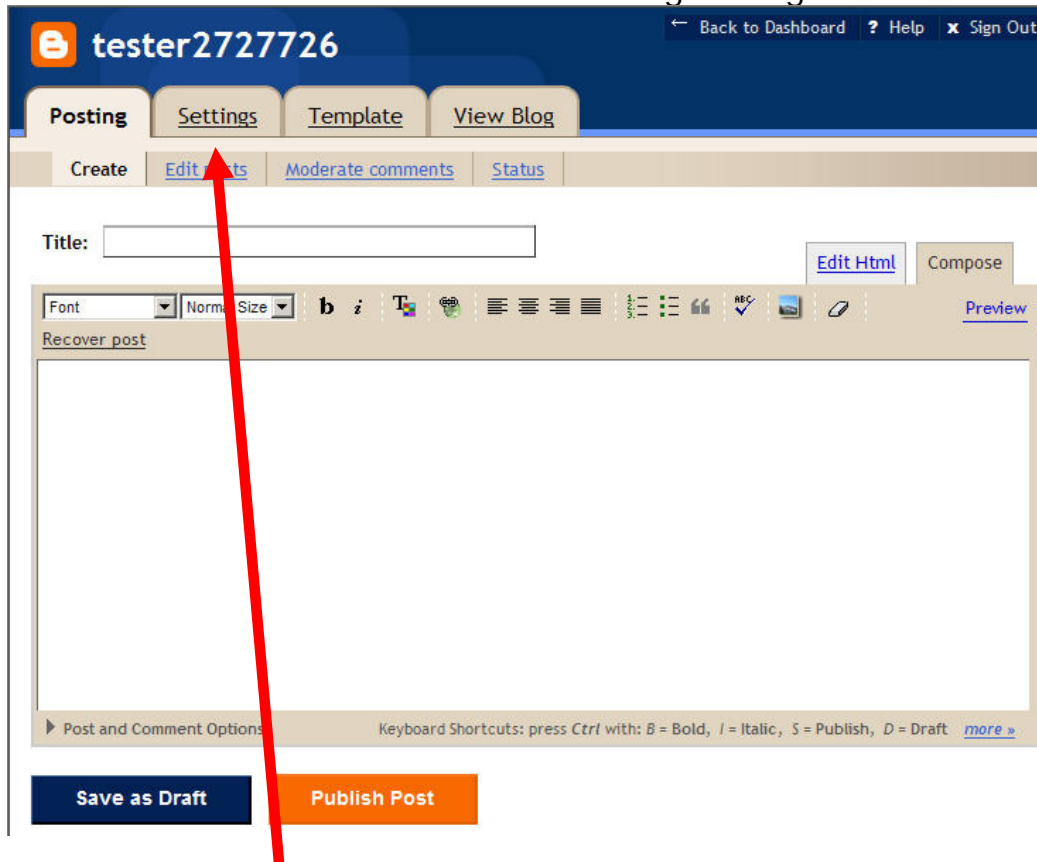
12. You will then see the confirmation page confirming that your blog has been created



13. Click on the "START POSTING" button so we can start doing some more with the blog settings

## Settings

14. You will then see the "Create" new posting page. However, let's pass this up for now and take care of some of the blog settings.



15. Click on the "Settings" tab.

16. You will then see the “Basic” Settings page.

tester2727726

Back to Dashboard ? Help x Sign Out

Posting Settings Template View Blog

Basic Publishing Formatting Comments Archiving Site Feed Email Members

Title: tester2727726

Description: This is a test site only for the purpose of demonstrating how to register and set up a Blogger blog...  
500 Characters Max.

Add your Blog to our listings? Yes  
A Public blog appears in your Blogger Profile. If you select "No" we will not show your blog anywhere on Blogger.com, but it will still be available on the Internet.

Show Quick Editing on your Blog? Yes  
When you're logged in to Blogger, edit your posts from your blog with one click.

Show Email Post links? No  
Email Post links let your visitors easily email posts from your blog to their friends.

Global Settings (Applies to all of your blogs.)

Show Compose Mode for all your blogs? Yes  
Adds a Compose mode to your Post Editor. (Also sometimes known as a [wysiwyg](#) editor.)

Save Settings

Delete Your Blog

Delete Your Blog? Delete This Blog

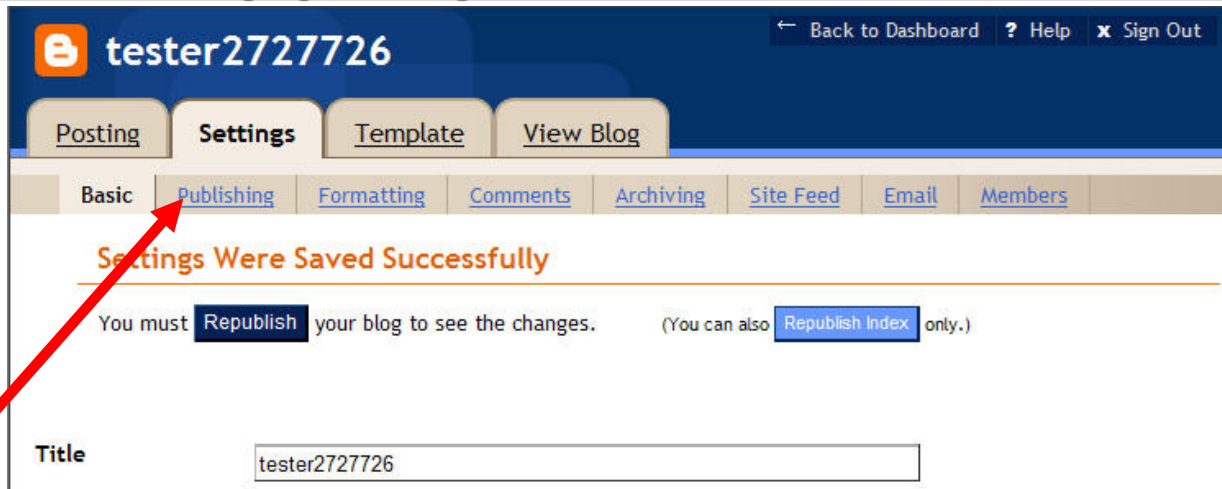
- The title should already be filled in (same as when you registered)
- Put a very brief description of the site. This may appear directly on your blog depending on the template you chose.

- I suggest listing your blog.
- Show Quick Editing on your blog
- Do NOT show email post links

- Show compose mode
- Click on “**Save Settings**” when you are done

17. Make sure to click on “Save Settings” when you are done.

18. You will then see a confirmation that your settings were saved. You will see this each time you save your settings.



19. There are 2 options here that you didn't have before: (1) Republish your blog and (2) Republish Index. When you are done saving all of your settings, then I would suggest clicking on the "Republish" button. This applies the changes here to all of your blog pages. "Republish Index" is good for very big blogs because it is faster. Don't bother with it unless your blog gets huge (hundreds of postings).

20. Click on the "Publishing" link to move on to the next set of settings.



21. You will then see the “Publishing” Settings page.

tester2727726

Back to Dashboard ? Help x Sign Out

Posting Settings Template View Blog

Basic Publishing Formatting Comments Archiving Site Feed Email Members

You're publishing on **blogspot.com**

Switch to: [FTP](#) (publishing on your ISP server) Or [SFTP](#) (secure publishing on your ISP server)

Blog\*Spot Address .blogspot.com  
Subject to availability.

Notify Weblogs.com  [Weblogs.com](#) is a blog update notification service. changes.

Save Settings


- You already chose your URL in a previous step. You can change it if you want.
- I would suggest choosing “yes” because it will make it easier for others to find/use your blog

22. If you make any changes, click on the “Save Settings” button.

23. Next, click on the “Formatting” link.

24. You will see the Formatting Settings page.




**tester272726**
← Back to Dashboard
? Help
✕ Sign Out

[Posting](#)
[Settings](#)
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[View Blog](#)

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[Publishing](#)
[Formatting](#)
[Comments](#)
[Archiving](#)
[Site Feed](#)
[Email](#)
[Members](#)

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**Show**

posts on the main page.  
If Days is selected, a limit of up to 999 posts will be enforced.

---

**Date Header Format**

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**Archive Index Date Format**

---

**Timestamp Format**

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**Time Zone**

---

**Date Language**

---

**Encoding**

---

**Convert line breaks**

  
If Yes is selected, single hard-returns entered in the Post Editor will be replaced with single `<br />` tags in your blog, and two hard-returns will be replaced with two tags (`<br /><br />`). This also applies to the comment-posting form.

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**Show Title field**

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**Show Link Field**

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**Enable float alignment**

  
Allows image and text alignment options using the `<div clear:both>` tag. (Choose "No" if you are having post layout problems.)

---

**Post Template**

Save Settings

- I would choose to show at least 10 posts. Maybe even more. Find posts buried in the archives can be difficult.

- The next few settings are just based on your preferences. Look through the options and determine which format is best for you

- Please choose the time zone you are in now.

- Language is the language of choice for your blog.

- Don't both with encoding. Leave it at "Universal (Unicode UTF-8)"

- This one is a toss up, but I'd set it to "Yes"

- Yes, show title field

- Yes, show link field

- Yes, enable float alignment.

25. Click on "Save Settings" if you made any changes.
26. Next, click on the "Comments" link in the settings menu.
27. You will then see the Comments Settings page.

**Comments**

☒ Show ☐ Hide

Note: Selecting "Hide" does not delete existing comments. To delete comments, select "Show".

**Who Can Comment?**

**Comments Default for Posts**

**Backlinks**

☒ Show ☐ Hide ?

Note: Selecting "Hide" does not delete backlinks. To delete backlinks, select "Show".

**Backlinks Default for Posts**

**Comments Timestamp Format**

**Show comments in a popup window?** ☐ Yes ☒ No

**Show word verification for comments?** ☒ Yes ☐ No ?

**Enable comment moderation?** ☐ Yes ☒ No ?

**Show profile images on comments?** ☒ Yes ☐ No

**Comment Notification Address**

We will email you at this address when someone leaves a comment.

**Save Settings**

- Click on "Show"
- I suggest that you let "Anyone" comment.
- Select "New Posts Have Comments"

- Click on "Show". Backlinks can be very interesting.
- Select "New Posts Have Backlinks"

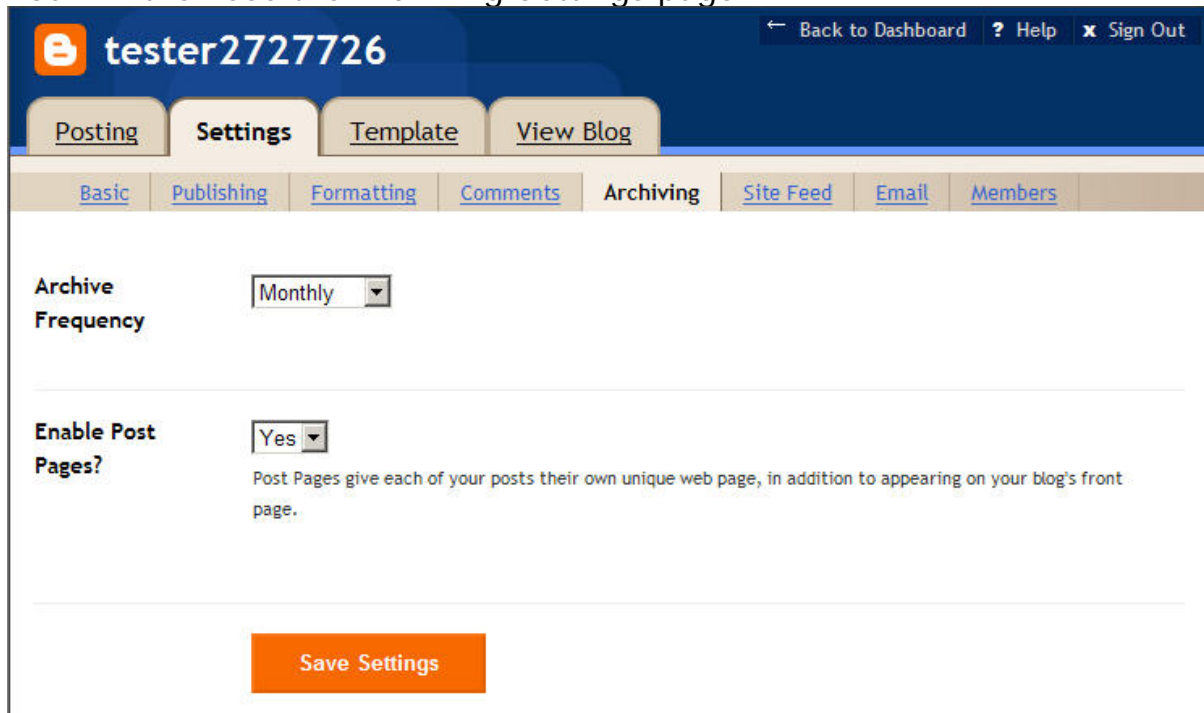
- Choose whichever format you would like to appear on the time stamp in your comments.
- I would suggest not showing comments in a popup window (select No)
- YES, definitely show word verification. Stops nasty spam from appearing on your comments.
- No, I wouldn't enable comment moderation. It's too much work for you. Consider this for student blogs though.
- I'd suggest that you select "Yes". It makes comments more interesting.

- I'd put your email address in this space. Otherwise, you'll never know that you have new comments.

28. Click on the “Save Settings” button.

29. Next click on the “Archiving” link

30. You will then see the Archiving Settings page



The screenshot shows the Blogger dashboard for user **tester2727726**. The top navigation bar includes links for [Back to Dashboard](#), [Help](#), and [Sign Out](#). Below this, the **Settings** tab is selected, with sub-tabs for [Posting](#), [Settings](#), [Template](#), and [View Blog](#). The **Archiving** sub-tab is active, showing options for [Basic](#), [Publishing](#), [Formatting](#), [Comments](#), [Archiving](#), [Site Feed](#), [Email](#), and [Members](#).

The **Archive Frequency** section has a dropdown menu set to **Monthly**. The **Enable Post Pages?** section has a dropdown menu set to **Yes**. Below this, a text description states: "Post Pages give each of your posts their own unique web page, in addition to appearing on your blog's front page." At the bottom, there is an orange **Save Settings** button.

31. I'd suggest selecting to archive postings “Monthly” and definitely enable “Post Pages”.

32. Click on the “Save Settings” button if you made any changes.

33. Next, click on the “Site Feed” link in the Settings menu.

The screenshot shows the Blogger 'Site Feed' settings page. At the top, the user's name 'tester2727726' is displayed next to the Blogger logo. Navigation links include 'Back to Dashboard', 'Help', and 'Sign Out'. Below this is a menu with 'Posting', 'Settings', 'Template', and 'View Blog'. The 'Settings' menu is expanded, showing sub-options: 'Basic', 'Publishing', 'Formatting', 'Comments', 'Archiving', 'Site Feed' (which is selected), 'Email', and 'Members'. The 'Site Feed' settings include: 'Publish Site Feed' set to 'Yes' with a help icon; 'Descriptions' set to 'Full' with a text box explaining the options; 'Site Feed URL' showing the default URL 'http://tester2727726.blogspot.com/atom.xml'; and 'Article Footer' with a text area for an AdSense code snippet. A 'Save Settings' button is at the bottom.

tester2727726

← Back to Dashboard ? Help x Sign Out

Posting Settings Template View Blog

Basic Publishing Formatting Comments Archiving Site Feed Email Members

**Publish Site Feed** Yes ?

**Descriptions** Full

Select Full to syndicate the full content of your post. Select Short if you only wish to syndicate the first paragraph, or approximately 255 characters, whichever is shorter.

**Site Feed URL** <http://tester2727726.blogspot.com/atom.xml>

**Article Footer**

Enter your AdSense for Feeds code snippet to enable item-level ads in your site feed. You must also enable Post pages (in Archiving settings) and set Descriptions to Full (in Site Feed settings).

Save Settings

34. Yes, publish the site feed. Provide Full descriptions.

35. Note your “Site Feed URL”. You will need this later. You can always go back here and get it though.

36. Click on “Save Settings” if you made any changes.

37. Next, click on the “Email” link in the Settings menu.

38. You will then see the Email Settings page.

**tester2727726** Back to Dashboard ? Help x Sign Out

Posting **Settings** Template View Blog

Basic Publishing Formatting Comments Archiving Site Feed **Email** Members

**BlogSend Address** linguavita@gmail.com  
Enter an email address here to have your blog mailed to whenever you publish.

**Mail-to-Blogger Address** tester2727726.linguavita @blogger.com ☒ Publish  
This is an address by which you can post to your blog via email. The secret name must be at least 4 characters long.

Save Settings

39. If you would like an email sent to you each time you publish a post, put your email address in the "BlogSend Address" textbox.

40. The "Mail-to-Blogger Address" is a really cool option. If you set this up, you can send an email to Blogger and the email will be posted in your blog. To do this put in a unique name (see where I entered "linguavita") and check the box next to "Publish".

41. Click on the "Save Settings" button if you changed any settings.

42. Next, click on the "Members" link in the Settings menu.

43. You will then see the Members Settings page.

**tester2727726** Back to Dashboard ? Help x Sign Out

Posting Settings **Template** View Blog

Basic Publishing Formatting Comments Archiving Site Feed Email **Members**

**Current Team Members**

Name	Username	Email	Admin ?	Remove
	tester2727726	linguavite@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Team Member(s)

44. You can use this if you would like to add "members" to your blog. This is great for team blogging (more than one person adding postings). However,

at this time you don't need to do anything with this.

45. That's it for settings.

## Posting

Posting is also quite easy, but I thought that I'd go over a couple things anyway.

46. Click on the "Posting" tab.

47. You will then see the Create Posting page by default.

The screenshot shows the Blogger 'Create Posting' interface. At the top, the user's name 'tester2727726' is displayed next to a Blogger logo. Navigation links include 'Back to Dashboard', 'Help', and 'Sign Out'. Below this is a tabbed menu with 'Posting' selected, and other tabs for 'Settings', 'Template', and 'View Blog'. Under the 'Posting' tab, there are links for 'Create', 'Edit posts', 'Moderate comments', and 'Status'. The main form has two input fields: 'Title' with the text 'IU CALL Blog' and 'Link' with the text 'http://iucall.blogspot.com'. To the right of the 'Link' field are buttons for 'Edit Html' and 'Compose'. Below the input fields is a rich text editor with a toolbar containing options for font, size, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, and a 'Preview' button. The editor area contains two paragraphs of text explaining the WYSIWYG editor and the 'Edit Html' tab. At the bottom of the editor, there are links for 'Post and Comment Options' and 'Keyboard Shortcuts'. At the very bottom of the page are two large buttons: 'Save as Draft' and 'Publish Post'.

48. You must fill in the "Title" field. This serves many purposes and its importance will be very clear later on when we talk about RSS and Aggregators.

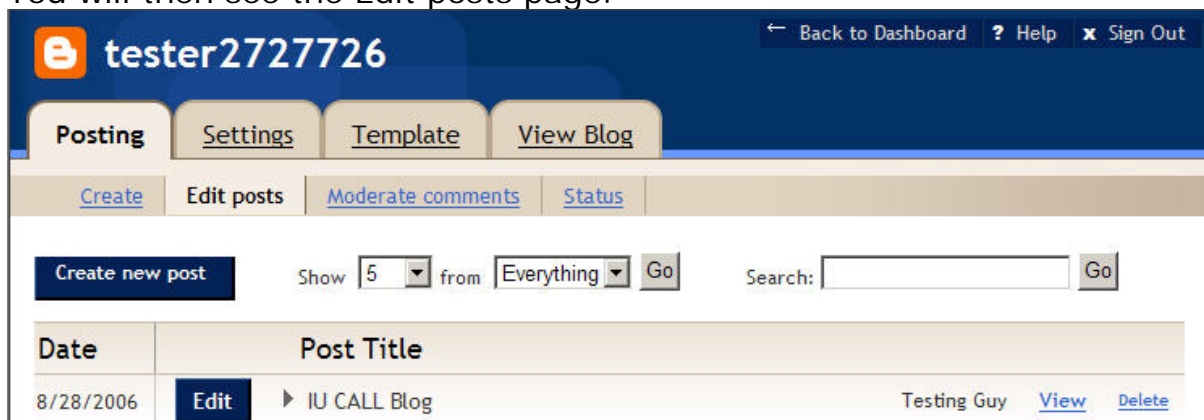
49. The "Link" field is optional. It will make that title of the posting a link. It is good to use if the posting refers specifically to another Web page, such as with the Web/Software Evaluation assignments.



50. The editor similar to others that you have likely seen. It is also similar to the formatting options in MS Word. You can also edit HTML using this interface (if you click on the "Edit Html" tab). I wouldn't suggest doing this unless you are familiar with HTML. Maybe later in the semester we can explore this further.
51. Like everything you do on a computer, SAVE OFTEN. That is what the "Save as Draft" button is for. Your post won't be published, but it will be saved.
52. If you are ready to post, click on the "Publish Post" button.
53. You will then see a confirmation that it was published.



54. There are options that allow you to "Republish Index Only" or to "Republish Entire Blog". You don't need to do this. Your post was already published. However, you can always go back here, the "Status" section, and click on the "Republish Entire Blog" button if you need to.
55. Next, click on the "Edit posts" link in the Posting menu.
56. You will then see the Edit posts page.

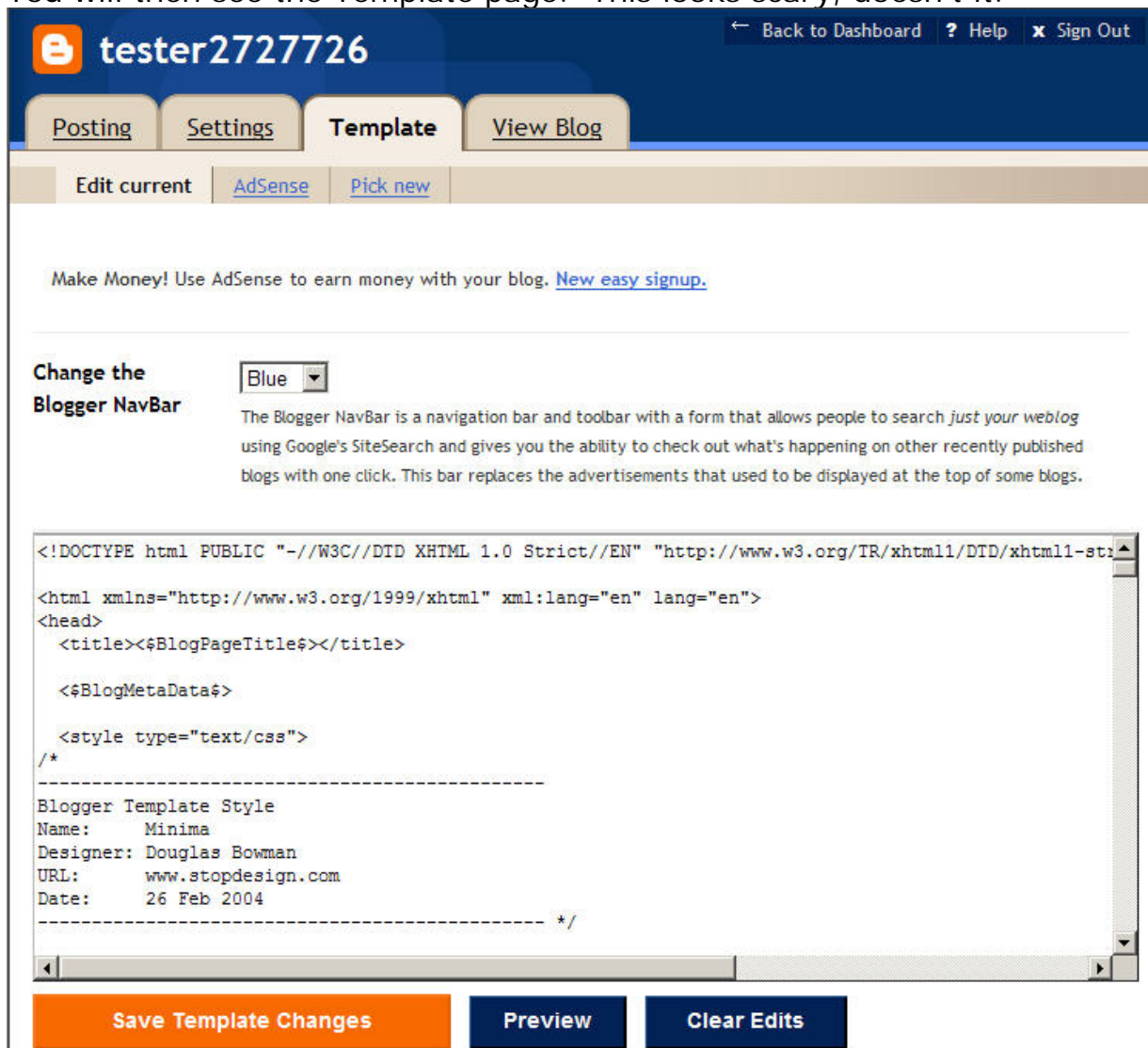




57. You'll see the post that you just published here. You'll also see posts that were saved as drafts but not published.
58. You can Edit, View, or Delete postings from this page.

## Template

59. Next, click on the "Template" tab.
60. You will then see the Template page. This looks scary, doesn't it.

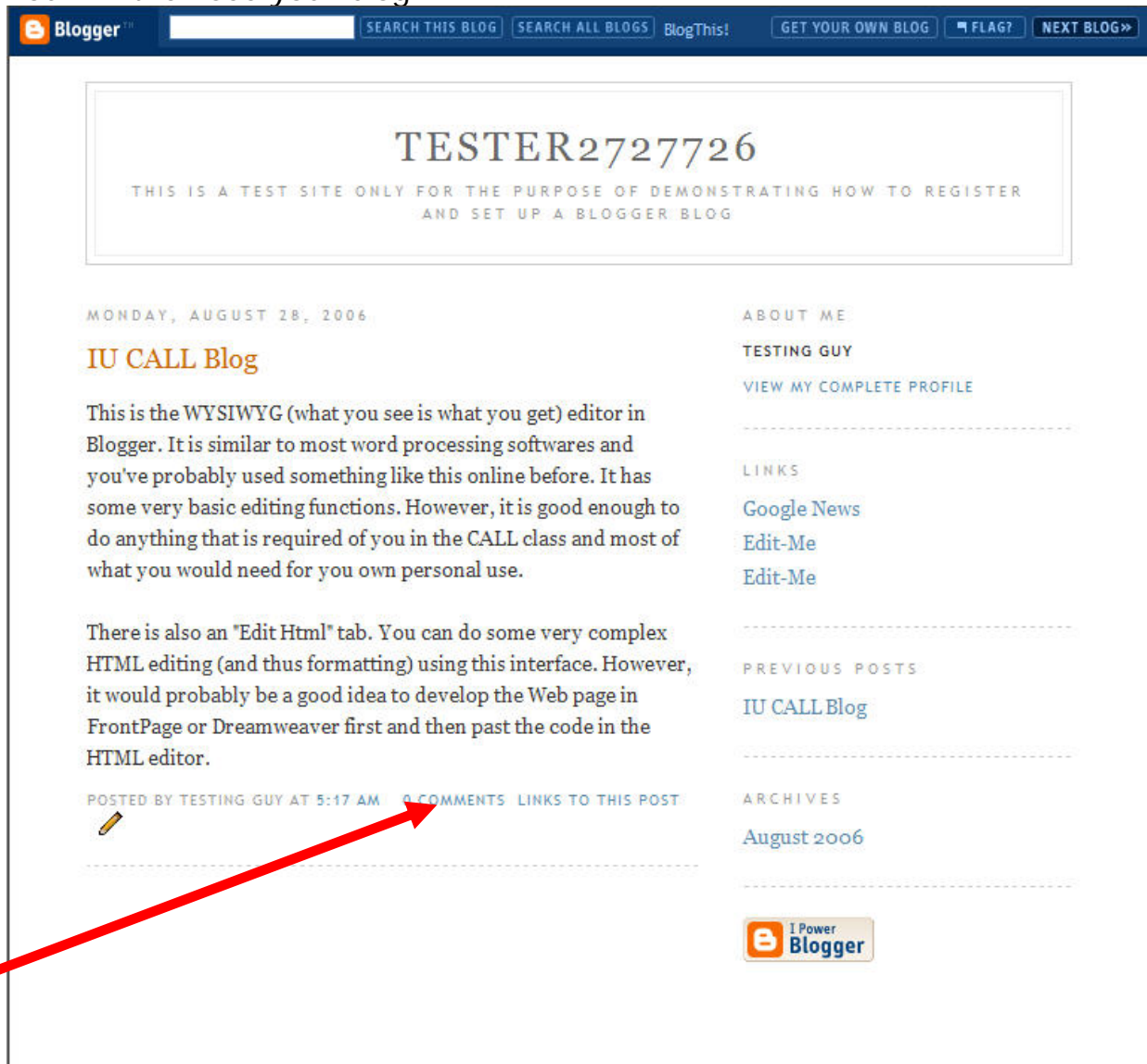


61. From here you can edit the magical template that you blog design is based on. If you would like to customize this, it can be a special project that I can help you with.
62. You can also choose a new template altogether if you click on the "Pick new" link in the menu.

63. That's all I'll say about Templates at this point.

64. Next, click on the "View Blog" tab.

65. You will then see your blog.



66. The structure is pretty standard.

- a. There is a navigation bar across that top. This is for Blogger stuff. The "Search This Blog" function is really helpful for blogs with lots of postings.
- b. There is a Title, with site description below it.
- c. There is a posting with a date, title, text, and information below the post, including a link to comments. By clicking on this link you can view and post comments.
- d. A space for "About Me" (profile information)
- e. Links
- f. Previous posts
- g. Archives (by month/year)

67. Click on the “comments” link.
68. You will then see the Comments page.

Post a Comment On: [tester2727726](#)

**"IU CALL Blog"**  
No comments yet. - [Show Original Post](#)


**Leave your comment**  
You can use some HTML tags, such as <b>, <i>, <a>

test comment for this blog

**Choose an identity**

☒ Testing Guy (Your Blogger display name)  
☐ Other  
☐ Anonymous

Or you can sign in [as a different user](#).

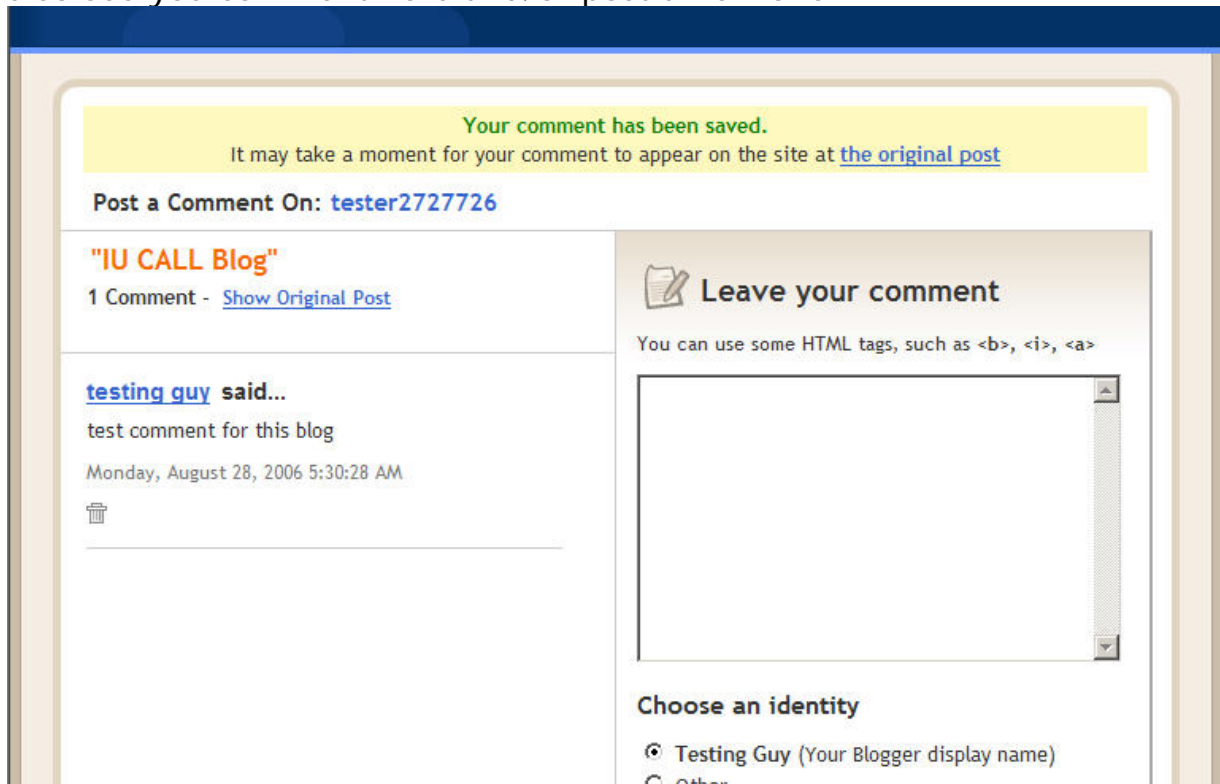
**WORD VERIFICATION** fggng 

Type the characters you see in the picture above.

[Login and Publish](#) [Preview](#)

69. Type your comment in the text area. Choose an identity, I suggest selecting your Blogger display name. This will link your comment back to your blog (if you're commenting on someone else's blog).
70. Word Verification is working here. Type in the letters or numbers that you see in the image. The example above is "fggng".
71. Click on the "Login and Publish" button.

72. Then you will see a confirmation that your comment was posted. You can also see your comment here and/or post a new one.



## That all folks!

Blogger doesn't really need this much explanation, but some people feel more comfortable if they have some sort of document that can provide guidance and especially images that let them know they are on the right page (both literally and figuratively).

Let me know if you have any questions.